

MILTON PARISH COUNCIL

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FINANCE COMMITTEE

To all members of Milton Parish Council Finance Committee

For information to all members of Milton Parish Council

**You are summoned to the next meeting of Milton Parish Council Finance Committee
to be held in the Bowls Pavilion on Monday 10 July 2019 at 7.30pm**

Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coker*
Date of issue: 2 July 2019

AGENDA

1. **Election of Finance Chairman.**
2. **Apologies for absence:** to receive and approve apologies for absence
3. **To APPROVE the minutes of the meeting held on 17 April 2019: (Appendix 3)**
4. **Declarations of interest and dispensations:**
 - a) To receive declarations of interest from councillors on items on the agenda;
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any);
 - c) To grant any requests for dispensation as appropriate.
5. **Bank Reconciliation and Bank Statements (Appendix 5)**
To review Balance sheet.
6. **Review of Debtors and Creditors (Appendix 6)**
7. **Review of Budget and Year to Date Actuals (Appendix 7)**
8. **To Review Bank Balances and Consider Reinvesting the United Trust Bond**
9. **Finance Officer Review**
10. **Review of Bank Signatories (Appendix 10)**
11. **Review of Regular Payments 2019/20 (Appendix 11)**
12. **To Consider grant given to CSLT for maintenance of Tomkins Mead**
13. **Date of next meeting:**
Monday 21 October 2019 at 7:45pm

Clerks Office

Appendix 3

Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Wednesday 17 April 2019 at 7:45p.m in Bowls Club

Present: D Wildman (DW) (Chair), H M Smith (HMS), R Farrington (RF), J Coston (JEC)

In attendance: G Kinsman (RFO), S Corder (Clerk)

1. To accept and approve apologies for absence

T Leavens (personal)

2. Approval of Finance and Administration Minutes of 21 January 2019

The Minutes of the meeting 21 January 2019 were received

Amend Item 7 - donation to payment. DW Proposed to sign the minutes with this amendment - ALL AGREED

(Clerk to amend error date on agenda to 1 July 2019)

3. Declarations of interest and dispensation:

(a) To receive declarations of interest from councillors on items on the agenda - There were no declarations of interest to agenda items.

(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). – None.

(c) To grant any requests for dispensation as appropriate. All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

4. Bank Statements and Bank Reconciliations

To review balance sheet - DW has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.

S106 Play and S106 Arts balances to be adjusted and transfers between accounts to be arranged once the amounts has been confirmed.

GK – United Trust Bonds due to mature in July – awaiting confirmation of new interest rates.

5. Review of debtors and creditors at year end

All in order.

The MCC grant budget was £36,399.39 including £4,399.39 brought forward from 2017/18. A grant overspend is to be deducted from NLP overheads payment (the difference between incoming and outgoing. £1,749.21 overspend - £3,818.01 for NLP = £2068.80 to be paid to MCC)

Awaiting invoice for the MVAS unit.

6. Review of Budget and Year to Date Actuals

All in order.

7. To Review Investment Policy and Risk Management Policy.

Clerk and DW to amend/update the Risk Management Policy and bring back to the next meeting.

8. Finance Officer

New salary payments implemented and Employee Pension contributions.

9. Dates of next meeting

Monday 1 July at 7:45pm – **To be moved to Monday 8 July at 7:30pm**

Meeting closed at 9.20pm Signed..... Date.....